

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

DIRECTOR OF PROGRAMMING AND OPERATIONS—WILSON CENTER FOR THE ARTS

FLSA STATUS: EXEMPT – PAY GRADE 23 – P

**JOB FAMILY: THEATRE ARTS & STAGE PRODUCTION
JOB FUNCTION: ACADEMIC AFFAIRS**

GENERAL STATEMENT OF JOB

The Director of Programming and Operations leads and supervises all programming and operations for the Wilson Center for the Arts including policy formulation, short- and long-term goal development, and program selection, execution, and evaluation. Develops and implements activities related to the production and promotion of student performing arts programs and other arts educational programs supported by the College at the Wilson Center for the Arts, and other campus venues. This position oversees financial operations including facilities usage agreements, Other Personal Services (OPS) contracts, and ticket revenue. Manages all Wilson Center for the Arts staff and ensures successful performance and production outcomes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Works closely with Wilson Center for the Arts staff, School of Liberal Arts and Sciences faculty and administrators, collegial peers, individual artists, local/regional/national arts associations and organizations, and other internal and external stakeholders to develop and define an artistic and fiscally responsible programming mix with value to the community.

Directs the creation, implementation, and approval of all Wilson Center for the Arts events and programs; maintains awareness of current and projected programming and performance opportunities; and facilitates events from initial booking through final settlement.

Evaluates programs on an ongoing basis with regard to achieving and maximizing the desired artistic goals, financial objectives, value to the community, and educational mission of the Wilson Center for the Arts, the School of Liberal Arts and Sciences, and the overall institution.

Seeks out institutional and community partnership opportunities; alternative funding sources including local, state, and national grants, and non-college facility usage, to assist in meeting financial and artistic objectives.

Develops, administers, implements, and maintains the Wilson Center for the Arts annual operating budgets in a fiscally responsible manner in accordance with FSCJ timelines, policies, and procedures.

Negotiates, processes, and ensures compliance of all programming and Wilson Center for the Arts facilities usage agreements.

Identifies appropriate opportunities for distributing communications informing internal and external stakeholders of Wilson Center for the Arts programs, performance calendars, and achievements.

Reviews all Wilson Center for the Arts productions and events for accurate dates, times, safety protocols, and prices.

Supervises and reviews finances for all productions and events, including support documentation for all expenses and revenue.

Recommends appropriate organization and staffing requirements and allocates responsibilities. Supervises, instructs, and advises personnel on policies, procedures, and work activities. Completes periodic performance reviews and evaluations on a timely basis.

Provides support for production and promotion of student performing arts programs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Five (5) years of experience at an arts or entertainment related organization in visual and performing arts programming, operations, education, or a related field.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/08; Revised 5/10/23, 8/28/23